

KEWEENAW BAY INDIAN COMMUNITY

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

SUMMER DAY CAMP SUPERVISOR

Full-time, temporary, non-exempt positions (not to exceed 10 weeks)

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Copy of valid, unrestricted Michigan Chauffeur license
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- ☐ Copy of High School Diploma, GED, or High School Certificate of Completion
- ☐ If you are a KBIC member working towards obtaining your GED, you must provide verification
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4176 & 4140
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Distribution Date: May 19, 2016

Closing Date: June 3, 2016 at 4:00 pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

SUMMER DAY CAMP SUPERVISOR

Full-time, Non-Exempt, temporary position (not to exceed 10 weeks)

LOCATION:

Niiwin Akeaa Community Center
Baraga, MI 49908

SALARY:

Grade 3 (\$9.80/hour)

SUPERVISORY CONTROL:

Niiwin Akeaa Programs Director

SUMMARY: Supervises and coordinates activities of youth participating in the Summer Day Camp. Some administrative paperwork and reporting, scheduling, disciplining, and transporting of youth is required.

QUALIFICATIONS:

- Must have High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
 - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Must be at least 21 years of age.
- Must have previous experience working with youth.
- Knowledge of Ojibwa culture preferred.
- Must be willing to work occasional evenings and weekends.
- Must be CPR and First Aid certified.
- Must have a valid Michigan Chauffeur license (no later than June 13, 2016) and be insurable to driver KBIC vehicles.
- Travel within the Baraga area worksites as well as to field trip destinations will be required.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of youth, customers or employees of the organization.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and a pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

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DUTIES AND RESPONSIBILITIES:

- Assists Niiwin Akeaa Programs Director in providing appropriate childhood education experiences for children in art, music, literature, and play.
- Assists in the upkeep of the Niiwin Akeaa Community Center and all equipment and materials.
- Maintains prompt hours; notify Niiwin Akeaa Programs Director in the event of illness or upcoming absence (ahead of time).
- Works with all other Niiwin Akeaa staff members in a cooperative manner.
- Attends all trainings as designated by the Niiwin Akeaa Programs Director.
- Bound by Mandatory Reporting requirements as determined by Tribal, State, and Federal Law.
- Must work in a cooperative spirit with tribal and local resources to best meet the needs of the children and families.
- Must serve as a positive role model for staff, community, families, and children.
- Initiates or suggests plans to motivate day camp participants to achieve goals.
- Maintains daily activity logs of youth behaviors/activities/incidents and submit weekly.
- Responsible for completion of administrative paperwork and reporting, disciplining, and transporting youth.
- Responsible for the completion of purchase requests and the timely submission of receipts.
- Assures drinking water is readily available for all day camp participants on a daily basis.
- Assures First-Aid material is readily available at all times. Responsible for reporting all minor/major accidents and administer First Aid as needed.
- Inspects equipment at the beginning and end of each day for damages and/or repair.
- Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: May 19, 2016

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Qualification Sheet

Name: _____ POSITION: **Summer Day Camp Supervisor**

Please list your specific experience and knowledge in regards to the following qualifications:

Must have High School Diploma, GED, or Certificate of Completion. (This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below. This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).

Must have previous experience working with youth.

Knowledge of Ojibwa culture preferred.

Must be willing to work occasional evenings and weekends.

Must be CPR and First Aid certified.

Must have a valid Michigan Chauffer license (no later than June 13, 2016) and be insurable to driver KBIC vehicles.

Qualification Sheet

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Ability to write routine reports and correspondence.

Ability to speak effectively before groups of youth, customers or employees of the organization.
